

Missouri
Special Education
Improvement Plan
July 2003

Department of Elementary and Secondary Education
Division of Special Education



Missouri Department of Elementary and Secondary Education

— *Making a positive difference through education and service* —

July 3, 2003

Mr. John Edwards and
Ms. Angela McCaskill
Office of Special Education Programs
U. S. Department of Education
400 Maryland Ave, SW
Switzer Building
Washington, DC 20202

Dear Mr. Edwards and Ms. McCaskill:

Enclosed is the Missouri Improvement Plan for Special Education. This document is being forwarded to the Office of Special Education Programs (OSEP) on behalf of the Missouri Department of Elementary and Secondary Education (DESE), the Special Education Advisory Panel (SEAP) and the State Interagency Coordinating Council (SICC).

This Improvement Plan represents the work of special education stakeholders throughout the state. The Improvement Plan includes the priorities identified by the SEAP and SICC and includes the areas of noncompliance identified in the OSEP monitoring report.

This plan will become the basis for activities to improve outcomes for all infants, toddlers, children and youth with disabilities in Missouri

Sincerely,

Melodie Friedebach, Assistant Commissioner
Division of Special Education

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OVERVIEW

MISSOURI IMPROVEMENT PLAN FOR SPECIAL EDUCATION

Overview

Missouri Improvement Plan for Special Education

I. Purpose

The Division of Special Education developed and submitted the Missouri Self-Assessment to the Office of Special Education Programs (OSEP) in October 2002. We received our monitoring report from OSEP in March 2003. Based upon the results of that monitoring, the Missouri Improvement Plan includes four areas:

- Part B Area of Non-Compliance
- Elementary Achievement
- Post-Secondary Outcomes
- Part C Performance Report (Includes areas of non-compliance)

This Improvement Plan is consistent with the Missouri Performance Goals for students with disabilities, the Missouri School Improvement Plan (MSIP) performance indicators for all students and Missouri requirements for No Child Left Behind (NCLB). The Division of Special Education is working with the Division of School Improvement and Federal Programs to develop strategies to align requirements for 4th cycle MSIP beginning July 1, 2006.

The Part B and Part C plans are combined into one document but are in two different formats.

II. Process

Steering Committees

Both the Special Education Advisory Council (SEAP) and the State Interagency Coordinating Council (SICC) agreed to remain as the steering committees for the Improvement Plan.

Part B

The SEAP reviewed the Self-Assessment and identified two priority areas. Upon receipt of the OSEP monitoring report, the area of Non-Compliance for City/County Jails was added. The SEAP identified members to meet with the Improvement Planning subcommittees and recommended positions and individuals to participate on the committees.

The Division worked with Great Lakes Area Regional Resource Center (GLARRC) to design a process to arrive at strategies. GLARRC facilitated two 2-day meetings with two groups of stakeholders during April 2003. One session dealt with elementary achievement. The second group dealt with post-secondary outcomes. The objective for the initial meetings were:

- To generate, clarify, classify and prioritize causal factors that inhibit a coordinated system
- To analyze the root causes that inhibit a coordinated system

The objective for the second 2-day meeting of each committee was:

- To review system of root causes/ barriers and improve outcomes
- To generate clarify, classify and prioritize strategies
- To construct alternative profiles of recommended strategies
- To build consensus on the profile of strategies
- To map the influence relationships of the consensus profile

These meetings provided the Division strategic directives to build the improvement strategies and a wealth of specific activities to consider. Subcommittee's overall participation was a concern due to last minute cancellations by some of the members. This concern was noted by the panel, subcommittees and the Division, however all were satisfied with the scope of the Improvement Plan that was developed.

Part C

The co-chairs of the State Interagency Coordinating Council (SICC) conducted a conference call with Division staff to identify priority areas based on the Part C Self-Assessment. Three priority areas were identified and presented to the SICC at the March 14, 2003 meeting. The SICC agreed on the following three areas: child find to include community awareness; provider recruitment to include natural environments; and Individualized Family Service Plan (IFSP) services to include family satisfaction and exit data. The SICC voted to include the Improvement Plan in the Part C Annual Performance Report required by Office of Special Education Programs (OSEP). They also agreed to use this format for the SICC report.

Following that meeting, the Department of Elementary and Secondary Education (DESE) received the monitoring report from OSEP. DESE incorporated the OSEP findings and the SICC priorities in the Part C Annual Performance Report.

III. Content

The **Part B** plan includes three priority areas. The targets and benchmarks for the Elementary Achievement Area are consistent with the Adequate Yearly Progress (AYP) guidelines included in the Missouri No Child Left Behind (NCLB) plan. The Part B Improvement Plan contains the following components:

Priority Areas	Components
1. Monitoring of City/County Jails - non-compliance area 2. Elementary Achievement 3. Post-Secondary Outcomes	1. Primary indicators 2. Target 3. Benchmarks 4. Improvement Plan <ul style="list-style-type: none">• Desired Result• Current reality/Data• Improvement Strategies• Strategy benchmarks• Evidence of change• Strategy timelines /resources

The **Part C** Annual Performance Report format contains both the Part C corrective actions outlined in the OSEP monitoring report for Missouri and the Missouri Improvement Plan for Part C. Missouri implemented the redesigned Part C - First Steps system statewide on March 1, 2003. The Part C Annual Performance report includes the data previously submitted to OSEP in the Missouri Self-Assessment and current data from the Phase II SPOE regions as of June 2003.

The future activities include areas that were identified by OSEP in the Missouri Monitoring report and ongoing review of data for the remaining components and indicators.

The Part C priority areas include:

- Child Find
- Correction of Non-Compliance Areas
- Timelines for Evaluation
- Part C Monitoring System
- Interagency Agreements
- Personnel
- Service Coordination
- Evaluation/Assessment
- Family Centered Services
- Early Childhood Transition

IV. Management

The Division of Special Education (DESE) will monitor the implementation of the Missouri Improvement Plan for Special Education through the use of new Project Management software. The contents of the Part B and Part C plan, including detailed activity plans, will be available to staff within the division for ongoing monitoring of activity timelines and planning activities.

Reports will be provided to both the Special Education Advisory Panel (SEAP) and the State Interagency Coordinating Council (SICC) at their regular meetings. The Division of Special Education will continue to receive feedback and input from both of the Advisory groups regarding the activities and progress of the Improvement Plan.

The Division will also update our website to include an Improvement Planning page with related activities, links and reports of progress. The initial page will be put in place by September 2003 and will continue to evolve during the 2003-04 school year.

V. Resources

Part B contractual resources will be redirected beginning in 2004-05 to support the new strategies in this plan.

Part C contractual resources will be redirected beginning in 2004-05 to support new Part C strategies. The statewide implementation of the redesigned First Steps system occurred on March 1, 2003. The Division of Special Education brought members of the original Redesign Task Force together with current stakeholders on June 23, 2003. The purpose of the meeting was to review the successes, challenges and original recommendations to provide guidance for effective and efficient operation of the new First Steps system. Based on feedback, the committee provided numerous recommendations to increase the efficiency and effectiveness of the system in the areas of administration, training, CFO/SPOE operations, and provider/service coordination.

ITEMS ADDRESSED IN OSEP'S PERFORMANCE REVIEW

ITEMS ADDRESSED IN OSEP'S PERFORMANCE REVIEW OF THE MISSOURI SELF-ASSESSMENT¹

IDEA Requirements		
Item of Non-Compliance	Description	Subsection/Page Number
Part B Monitoring	DESE has not monitored districts for the provision of FAPE in city/county jails	<i>Monitoring Of City/County Jails/Page 1-3</i>
Part B State-Wide Assessment	DESE does not ensure children with disabilities participate in the alternate assessment if the IEP team determines it is not appropriate for them to participate in the regular assessment	<i>Missouri Assessment Program-Alternate Assessment/Page 1</i>
Part C Child Find	DESE does not identify or evaluate all Part C eligible infants and toddlers	<i>Part C Annual Performance Report/Cluster Area: Comprehensive Public Awareness and Child Find System</i>
Part C Correction of Non-Compliance	DESE has not corrected all Part C non-compliance identified from 1996 to 1999	<i>Part C Annual Performance Report/Cluster Area: Supervision</i>
Part C Timeline For Evaluation, Assessment, And Holding An Individualized Family Service Plan (IFSP) Meeting	Self-Assessment states that programs consistently fail to meet the 45 day required timeline for evaluation and assessment and the Convening of an initial IFSP meeting	<i>Part C Annual Performance Report/Cluster Area: Supervision</i>

¹ For more descriptive information, see United States Department of Education, Office of Special Education and Rehabilitative Services response letter regarding the October 2002 Missouri Self-Assessment to D. Kent King-Commissioner, Missouri Department of Elementary and Secondary Education from Stephanie Lee-Director, United States Office of Special Education Programs, received March 20, 2003

OTHER ITEMS NOTED IN OSEP'S PERFORMANCE REVIEW OF THE MISSOURI SELF ASSESSMENT

Data for Data-Based Performance and Compliance Determinations		
Item	Description	Subsection/Page Number or Cluster Area
Part B – Interagency Collaboration	DESE has not regularly reviewed the four interagency agreements addressing child find, evaluation, and provision of services for consistency and effectiveness	<i>Overview Missouri State Improvement Plan/Page 3</i>
Part B – Impact of any Personnel Shortages on the Provision of FAPE	OSEP unable to determine the extent of shortages of qualified personnel (special education and related services) and the impact, if such shortages exist, on the provision of timely and appropriate special education and related services	<i>Priority One-Improvement Plan/Page 10 & 11</i>
Part C – Monitoring	OSEP unable to determine: the extent to which DESE has monitored Part C requirements (agencies, institutions, and organizations charged with implementing Part C) including the extent of monitoring of SPOE's, the effectiveness of DESE's monitoring procedures in identifying non-compliance, and the effectiveness of DESE's procedures in ensuring timely and effective correction of non-compliance	<i>Part C Annual Performance Report/Cluster Area: Supervision</i>
Part C – Interagency Coordination	OSEP unable to determine appropriateness and timeliness of services ensured through interagency coordination and assignment of fiscal responsibility	<i>Part C Annual Performance Report/Cluster Area: Supervision</i>
Part C- Impact of any Personnel Shortages on Provision of Early Intervention	OSEP unable to determine the extent of shortages of qualified personnel (public and private service providers, service coordinators and paraprofessionals) to provide early intervention services and the impact, if such shortages exist, on the provision of timely and appropriate services to infants, toddlers and families as specified in their IFSP	<i>Part C Annual Performance Report/Cluster Area: Supervision</i>
Part C – Service Coordination	OSEP unable to determine if service coordinators are meeting all their service coordinator roles and responsibilities	<i>Part C Annual Performance Report/Cluster Area: Supervision</i>

OTHER ITEMS NOTED IN OSEP'S PERFORMANCE REVIEW OF THE MISSOURI SELF-ASSESSMENT
(Continued from previous page)

Data for Data-Based Performance and Compliance Determinations		
Item	Description	Subsection/Page Number
Part C –Evaluation and Assessments	No data included regarding whether evaluations and assessments cover all five development areas and include family assessments, evaluations and assessments are performed by appropriate qualified personnel, and there are sufficient numbers of qualified professionals to perform evaluations and assessments in a timely fashion	<i>Part C Annual Performance Report/Cluster Area: Supervision</i>
Part C – Family Centered Services	OSEP unable to determine whether IFSPs include, with the family concurrence, statements of: family resources, priorities and concerns, related to enhancing the child's development; major outcomes expected to be achieved for the child and the family; and early intervention services to meet the unique needs of the family	<i>Part C Annual Performance Report/Cluster Area: Family Centered Services</i>
Part C – Early Childhood Transition	OSEP unable to determine whether IFSP's include transition plans and transition conferences are convened at least 90 days prior to Part B eligibility (child's third birthday)	<i>Part C Annual Performance Report/Cluster Area: Early Childhood Transition</i>

Part C Annual Performance Report

Cluster Area: General Supervision

Missouri

State

July 1, 2001 – June 30, 2002

Reporting Period

Table 1
Status of Program Performance

Cluster Area: *General Supervision*

Objective: Effective implementation of the IDEA Part C is ensured through the Division of Special Education 's (LA) development and utilization of mechanisms and activities in a coordinated system that results in all eligible infants and toddlers and their families having available early intervention services (EIS) in the natural environment (NE) appropriate for the child.

Component/Desired Result GS.1: Are EIS for infants and toddlers with disabilities ensured through the State's systems for compliance that is based on the analysis and utilization of data collected from all sources?

I. Baseline Data/Current Reality:

Individual SPOE Issues Identified

	SPOE 1 St. Charles	SPOE 2 St. Louis	SPOE 4 Atchison Area	SPOE 5 Andrew Area	SPOE 6 Platte-Clay-Ray
Provision of Prior Written Notice			X	X	X
Content of Notice				X	
Provision of Services					X
Documentation of members of Multidisciplinary Evaluation Team	X	X			
Application of eligibility criteria, particularly the use of Informed Clinical Opinion for children identified as eligible for services under the category of Developmental Delay.	X	X	X	X	X
Lack of documentation of the basis for the determination of eligibility.	X	X	X	X	X
The 45-day timeline for development of an IFSP from the date of referral was not being met.	X	X	X	X	X
Requirements for conducting a Family Assessment were not clearly understood.	X	X	X	X	X

II. Activities to Achieve Results:

- Established a Central Finance Office and Centralized Data system
- Established 26 System Points of Entry – Statewide
- Established a system to credential providers
- Established a CSPD system that includes five standard training modules
 - Orientation to First steps
 - Evaluation and Assessment
 - IFSP Outcomes in Natural Environments
 - Transitions
 - Service Coordination
 - System Point of Entry Training

III. Evidence of Change/Benchmarks:

The above activities are all in operation

IV. Timelines and Resources:

January 2002: Contract for the CFO

April 2002: Phase I 5 SPOEs implemented in 18 counties

March 2003: Phase II 21 SPOEs implemented in 95 counties

State General Revenue

Part C funds

V. Explanation and Analysis of Progress (or Slippage):

New System is implemented; New system requires major changes to the monitoring system to utilize child data system in combination with onsite reviews.

Initial onsite review with Phase I SPOEs conducted in 2002-03.

VI. Proposed Future Activities to Achieve Results:

Missouri is currently finalizing monitoring procedures for the Part C program.

The Department of Elementary and Secondary Education will examine policies and procedures regarding evaluation/assessment, eligibility determination, IFSP development, and Part C to B Transition with timelines, to ensure that these are clearly understood and consistently applied by SPOE staff, ongoing Service Coordinators and service providers.

The Department of Elementary and Secondary Education will conduct follow-up monitoring with the Phase I SPOEs within one year of their initial monitoring.

The Department of Elementary and Secondary Education will conduct initial monitoring with the Phase II SPOEs within eight months of their start-up.

Technical Assistance meeting held February 10, 2003 with representatives of The Department of Elementary and Secondary Education and the Phase I SPOEs. Statewide areas of non-compliance concern and methods to resolve those concerns were discussed.

Develop monitoring procedures for the Part C system that will include monitoring of all agencies, institutions and organizations used by the State to carry out its Part C system and that will be effective in identifying and correcting any areas of non-compliance identified through monitoring activities.

Continue contracts with trained individuals to conduct targeted oversight activities regarding areas of non-compliance with SPOEs, independent providers and service coordinators.

E-mail and phone Technical Assistance from Department of Elementary and Secondary Education (DESE) staff regarding questions relating to compliance issues.

DESE First Steps management team will review the following CFO data reports on a monthly basis and, based upon the information from that data, take steps to work with SPOE staff to determine steps that need to be taken to get eligibility determined and IFSP developed with 45 days of a referral: Referral to IFSP report.

Add to Central Finance Office (CFO) Data System reason codes for children in intake status over 45 days.

Incorporate procedures in the Part C monitoring system for reviewing the timely conduct of required Part C to Part B transition activities.

Regular meetings with First Steps and statewide ECSE coalition to discuss Part C to Part B transition issues.

Training and technical assistance activities:

1. Service Coordination Module
2. Training Modules 1-4
3. On-line Practice Manual
4. Process and Forms Training Video
5. Monthly Service Coordination Conference calls
6. Quarterly SPOE meetings

A review of Central Finance Office (CFO) reports [See CE.1 Table, 45-Day Timelines] indicates that the St. Louis SPOE is having the most difficulty among the five Phase I SPOEs in meeting the 45-day timeline for IFSP development from the date of referral. A First Steps Consultant was sent into the SPOE to evaluate possible causes for the delays. As a result, it was determined that the St. Louis SPOE was understaffed and two additional staff will be authorized to help alleviate the problem.

DESE First Steps management team will review the following CFO data reports on a monthly basis and, based upon the information from that data, take steps to work with ongoing service coordinators and Part B Early Childhood staff to ensure that a timely, smooth and effective transition is occurring for eligible three-year-olds:

1. Active ITs
2. Children Exiting the system
3. Monitoring reports
4. Complaint system reports

Transition FAQ and compensatory Services

VII. Proposed Evidence of Change/Benchmarks:

Monitoring of SPOEs will continue on a regular basis.

A review of CFO data reports, monitoring reports and complaint system reports indicates that eligible children have IFSPs in place within 45 days of referral, and that eligible children have a smooth and effective transition to Part B services with an IEP in place by their third birthday.

All areas of non-compliance identified during the initial monitoring of Phase I SPOEs will be corrected.

The Department of Elementary and Secondary Education will monitor each Phase II SPOE for compliance with Part C regulations.

All areas of non-compliance identified during the initial monitoring of Phase I SPOEs will be corrected.

Data from the CFO data system, monitoring system and complaint system indicates that all agencies, institutions and organizations used by the State to carry out its Part C system are meeting compliance with all state and federal regulations implementing Part C of the IDEA.

Data from the CFO data system, monitoring system and complaint system indicates that all agencies, institutions and organizations used by the State to carry out its Part C system are meeting compliance with all state and federal regulations implementing Part C of the IDEA.

Data from the CFO data system, monitoring system and complaint system indicates that all agencies, institutions and organizations used by the State to carry out its Part C system have been monitored and that areas of non-compliance have been identified and corrected in a timely manner.

Number of children in intake status over 45 days decreases.

Reasons for exceeding timelines will be due to family initiated delays rather than system delays.

Children are determined eligible for Part B in a timely manner, and if eligible, have an IEP in place prior to their third birthday, or for summer birthday exception children, prior to the beginning of the school year.

Data monitoring and complaint system reports from both Part C and Part B will indicate that eligible children are experiencing a timely, smooth and effective transition from Part C to Part B.

A review of data system reports, monitoring and system complaint data indicates that service coordinators are completing all required activities within timelines and that eligible children have a smooth and effective transition to Part B services with an IEP in place by their third birthday.

A review of CFO data reports will show a decrease in the number of children exceeding the 45-day timeline from referral to IFSP development at the St. Louis SPOE.

A review of data reports indicates that the number of eligible children not receiving a timely, smooth and effective transition to the Part B (ECSE) system decreases.

A review of data reports indicates that the number of eligible children not receiving a timely, smooth and effective transition to the Part B (ECSE) system decreases.

VIII. *Proposed Timelines and Resources:*

January, 2004: DESE staff

October/November 2003: Compliance Staff

October/November 2003: Compliance Staff

October/November 2003: Compliance Staff

July 2004: Central Finance Office reports, monitoring system

July 2004: CFO reports, monitoring system

July 2004: CFO reports, monitoring system

Monthly beginning July 2003: CFO Data System report, DESE First Steps management team

August 2003: Software change, data report

September 2003: Compliance staff

October 2003 and ongoing: DESE staff, compliance staff, Part C and B data reports

1. Ongoing: Proposed Resources (1-6): Center for Innovations in Education, First Steps training coordination contractor, Effective Practices staff, Compliance staff, other DESE staff
2. Ongoing
3. Ongoing
4. July 2003
5. July 2003 and ongoing
6. August 2003 and ongoing

January 2004: CFO data reports, DESE staff

July 2004: CFO data reports, monitoring reports, Complaint system reports, DESE staff

July 2004: CFO data reports, monitoring reports, Complaint system reports, DESE staff

Indicator GS.1 (a): Do the monitoring instruments and procedures used by the LA identify IDEA compliance?

I. Baseline Data/Current Reality:

See Monitoring Data under GS.1

II. Activities to Achieve Results:

- Established a Central Finance Office and Centralized Data system
- Established 26 System Points of Entry – Statewide
- Established a system to credential providers
- Established a CSPD system that includes five standard training modules
 - Orientation to First steps
 - Evaluation and Assessment
 - IFSP Outcomes in Natural Environments
 - Transitions
 - Service Coordination
 - System Point of Entry Training

III. Evidence of Change/Benchmarks:

The above activities are all in operation

IV. Timelines and Resources:

January 2002: Contract for the CFO

April 2002: Phase I 5 SPOEs implemented in 18 counties

March 2003: Phase II 21 SPOEs implemented in 95 counties

State General Revenue

Part C funds

V. Explanation and Analysis of Progress (or Slippage):

Initial onsite information provides a baseline for Phase I SPOEs.

VI. Proposed Future Activities to Achieve Results:

See Monitoring Data under GS.1

VII. Proposed Evidence of Change/Benchmarks:

See Monitoring Data under GS.1

VIII. Proposed Timelines and Resources:

See Monitoring Data under GS.1

Indicator GS.1 (b): Are deficiencies identified through the State's system for ensuring general supervision corrected in a timely manner?

I. Baseline Data/Current Reality:

Monitoring Summary

Monitoring/Self-Study DMH/DHSS 1996-1999	Change	Phase 1 Initial Monitoring November, 2002
1. Lack of adequate notices and consents for evaluations and early intervention services	Development of standard forms; training of service coordinators SPOE staff was trained on the model forms in January and February of 2002.	Compliance Problem SPOEs 4, 5, 6
2. Failure to meet the 45 day timeline for evaluation and IFSP development	Development of vendor-based private service coordination to enhance capacity SPOE staff was trained on the model forms in January and February of 2002.	Compliance Problem SPOEs 1, 2, 4, 5, 6
3. Lack of written notification of IFSP meetings	Development of standard letter; training of service coordinators SPOE staff was trained on the model forms in January and February of 2002.	Not a problem
4. Lack of an IFSP document with all required components	Development of standard forms; training of service coordinators SPOE staff was trained on the model forms in January and February of 2002.	Not a problem
5. Lack of documentation of all early intervention services	Development of standard forms; training of service coordinators SPOE staff was trained on the model forms in January and February of 2002.	Compliance Problem SPOE 6
6. Lack of documentation for required developmental assessments	Development of standard forms; training of service coordinators SPOE staff was trained on the model forms in January and February of 2002.	Not a problem
7. Failure to notify the public of confidentiality procedures	DESE to develop public announcement and publish statewide DESE will conduct.	Not a problem
8. Failure to appropriately apply eligibility criteria	Development of process document/form and development of training module to address this issue. SPOE staff was trained on the model forms in January and February of 2002.	Compliance Problem SPOEs 1, 2, 4, 5, 6

II. Activities to Achieve Results:

- Established a Central Finance Office and Centralized Data system
- Established 26 System Points of Entry – Statewide
- Established a system to credential providers
- Established a CSPD system that includes five standards training modules
 - Orientation to First steps
 - Evaluation and Assessment
 - IFSP Outcomes in Natural Environments
 - Transitions
 - Service Coordination
 - System Point of Entry Training

III. Evidence of Change/Benchmarks:

The above activities are all in operation

IV. Timelines and Resources:

January 2002: Contract for the CFO

April 2002: Phase I 5 SPOEs implemented in 18 counties

March 2003: Phase II 21 SPOEs implemented in 95 counties

State General Revenue

Part C funds

V. Explanation and Analysis of Progress (or Slippage):

Due to system redesign, the agencies monitored during the years 1996-1999 are no longer responsible agencies under the present First Steps system.

VI. Proposed Future Activities to Achieve Results:

The responsible components of the present system will be monitored for all areas of deficiency identified in previous monitoring and, if found out of compliance, will be given corrective action plans with follow-up activities.

VII. Proposed Evidence of Change/Benchmarks:

Monitoring results will indicate that all areas of deficiency identified in previous monitoring of Part C responsible agencies have been corrected in the new First Steps system.

VIII. Proposed Timelines and Resources:

July 2004 - Compliance staff

Indicator GS.1 (c): Are enforcement actions used when necessary to address persistent deficiencies?

I. Baseline Data/Current Reality:

No sanctions or enforcement actions have been taken against DMH or DHSS (The other state agencies formally responsible for Missouri First Steps). *See page 7, Part C, General Supervision of the Missouri Self-Assessment.*

II. Activities to Achieve Results:

Missouri State Plan for Part C revised enforcement procedures section (*See page 40*).

III. Evidence of Change/Benchmarks:

Missouri State Plan implemented.

IV. Timelines and Resources:

March 24, 2003

V. Explanation and Analysis of Progress (or Slippage):

Missouri State Plan implemented for 2002-2003.

VI. Proposed Future Activities to Achieve Results:

Implementation of revised monitoring system.

VII. Proposed Evidence of Change/Benchmarks:

Enforcement actions will be implemented if persistent deficiencies are found.

VIII. Proposed Timelines and Resources:

2003-2004

Indicator GS.1 (e): Are complaint investigations, mediations, and due process hearings and reviews conducted and corrected in a timely manner?

I. Baseline Data/Current Reality:

Taken from Child Complaint database as of 6/25/03

2001-2002	Child Complaints	Due Process
Filed	3	1
Completed within Timelines	2	-
Withdrawn	1	1

II. Activities to Achieve Results:

Internal database developed in the Division of Special Education to assist with managing the data.

III. Evidence of Change/Benchmarks:

Database in operation

IV. Timelines and Resources:

2001-2002 Compliance Section

V. Explanation and Analysis of Progress (or Slippage):

Child Complaint and Due Process have been limited under Part C

Improved data reporting

VI. Proposed Future Activities to Achieve Results:

Data will be included in monitoring activities

VII. Proposed Evidence of Change/Benchmarks:

Data included in revised monitoring system

VIII. Proposed Timelines and Resources:

2003-2004 Implementation of revised monitoring system

Indicator GS.1 (f): Are parents and eligible youth with disabilities aware of and have access to their right to effective systems for parent and child protections?

I. Baseline Data/Current Reality:

See page 3, Part C General Supervision of the Missouri Self-Assessment

II. Activities to Achieve Results:

- Established a Central Finance Office and Centralized Data system
- Established 26 System Points of Entry – Statewide
- Established a system to credential providers
- Established a CSPD system that includes five standard training modules
 - Orientation to First steps
 - Evaluation and Assessment
 - IFSP Outcomes in Natural Environments
 - Transitions
 - Service Coordination
 - System Point of Entry Training
- Internal Child Complaint and Due Process databases developed in the Division of Special Education to assist with managing the data.

III. Evidence of Change/Benchmarks:

The above activities are all in operation

IV. Timelines and Resources:

January 2002: Contract for the CFO

April 2002: Phase I 5 SPOEs implemented in 18 counties

March 2003: Phase II 21 SPOEs implemented in 95 counties

State General Revenue

Part C funds

V. Explanation and Analysis of Progress (or Slippage):

None at this time.

VI. Proposed Future Activities to Achieve Results:

Data from the Child Complaint and Due Process data systems will be analyzed and incorporated into the revised monitoring system.

VII. Proposed Evidence of Change/Benchmarks:

Data will continue to show that parents are aware of and have access to their rights.

VIII. Proposed Timelines and Resources:

Ongoing: Compliance Section

Component/Desired Result GS.2: Are child find and appropriate and timely services ensured through interagency agreements and assignment of fiscal responsibility?

I. Baseline Data/Current Reality:

Child Find

- Responsibilities for Child Find and referral to the Part C system for Missouri State agencies are included in Missouri Regulations for Part B (page 11), Part C (page 20) and Interagency Agreements with the Departments of Mental Health (DMH), Health (DHSS) and Social Services (DSS). These regulations and agreement assure the timely referral of infants and toddlers with suspected disabilities to Missouri's Part C system for eligibility determination.

Provision of Services

- Intake Service Coordination is provided through contracts with the Lead Agency. Through a system of 26 System Points of Entry (SPOEs), intake service coordinators accept referrals and coordinate the evaluation process to determine eligibility for the Part C system.
- DMH, through the interagency agreement, funds ongoing Service Coordination for up to 2300 eligible infants and toddlers. Service coordination for all other eligible infants and toddlers is provided via independent service coordinators who have contractual agreements with the lead agency. All service coordinators are enrolled with the Central Finance Office and are listed on the State's Provider Matrix, which allows families to select their ongoing service coordinator. These systems of service coordination provide choice for families as well as the timely selection of service coordinators by families.
- Qualified personnel who are under contract with DESE provide all other early intervention services required by Part C. These providers bill the Central Finance Office (CFO). The CFO in turn, bills Department of Social Services (Medicaid) who reimburses the CFO per the interagency agreement between DMS and DESE.

Fiscal Responsibility

- DMH funds Service Coordination for 2300 children.
- DSS provides Medicaid reimbursement for eligible early intervention services and administrative work completed by the SPOEs.
- DESE received in the 2003 legislative session, a one time 1.4 million core transfer of State General Revenue from the Departments of Mental Health and Health for early intervention services. This core transfer will be used along with other General Revenue Appropriations received by DESE to fund early intervention services via the CFO.

II. Activities to Achieve Results:

- Established a Central Finance Office and Centralized Data system
- Established 26 System Points of Entry – Statewide
- Established a system to credential providers
- Established a CSPD system that includes five standard training modules
 - Orientation to First steps
 - Evaluation and Assessment
 - IFSP Outcomes in Natural Environments
 - Transitions
 - Service Coordination
 - System Point of Entry Training

III. Evidence of Change/Benchmarks:

The above activities are all in operation

IV. Timelines and Resources:

January 2002: Contract for the CFO

April 2002: Phase I 5 SPOEs implemented in 18 counties

March 2003: Phase II 21 SPOEs implemented in 95 counties

State General Revenue

Part C funds

V. Explanation and Analysis of Progress (or Slippage):

Interagency agreements are being revised consistent with Statewide implementation of the new First Steps system.

VI. *Proposed Future Activities to Achieve Results:*

1. Meet with DMH to revise interagency agreement.
2. Meet with DHSS to revise interagency agreement.
3. Meet with DMS to revise interagency agreement.

VII. *Proposed Evidence of Change/Benchmarks:*

Updated agreements with all three agencies.

VIII. *Proposed Timelines and Resources:*

2003-2004: Compliance

Component/Desired Results GS.5: Do appropriately trained public and private providers, administrators, teachers, paraprofessionals and related service personnel provide service to infants and toddlers with disabilities and their families?

I. Baseline Data/Current Reality:

October 2002 data: Providers of Special Education Services by Service Type and Caseload

Service Provider Type	Number of Services Received	Number of Enrolled Providers	Average Caseload
ABA	55	44	1.25
Assistive Technology Providers	595	73	8.15
Audiologist	109	11	9.91
Interpreters (Bilingual and Sign)	20	12	1.67
Nurses	21	13	1.62
Nutritionists	274	7	39.14
Occupational Therapists	1,858	276	6.73
Orientation and Mobility Specialists	0	2	0.00
Paraprofessionals	0	4	0.00
Parent Advisors for Child with Sensory Impairment	10	4	2.50
Physical Therapists	1,869	218	8.57
Physicians and Pediatricians	1	2	0.50
Psychologists	0	6	0.00
Service Coordination	1,166	62	18.81
Social Workers	84	15	5.60
Special Instruction	1,330	143	9.30
Speech and Language Pathologists	2,640	330	8.00
Total	10,032	1,222	8.21

June 1, 2003 data: Providers of Special Education Services by Service Type and Caseload

Service Provider Type	Number of Services Received	Number of Enrolled Providers	Average Caseload
ABA	291	216	1.35
Assistive Technology Providers	674	105	6.42
Audiologist	124	22	5.64
Interpreters (Bilingual and Sign)	57	22	2.59
Nurses	90	32	2.81
Nutritionists	275	10	27.50
Occupational Therapists	3,197	489	6.54
Orientation and Mobility Specialists	0	2	0.00
Paraprofessionals	0	31	0.00
Parent Advisors for Child with Sensory Impairment	0	7	0.00
Physical Therapists	2,951	425	6.94
Physicians and Pediatricians	0	2	0.00
Psychologists	12	4	3.00
Service Coordination	3,677	227	16.20
Social Workers	73	20	3.65
Special Instruction	2234	272	8.21
Speech and Language Pathologists	3,878	608	6.38
Total	15,008	2,494	6.02

II. Activities to Achieve Results:

Missouri will continue to enroll those providers who meet the personnel standards as outlined in the Personnel Guide for the Early Intervention Credential. These enrolled providers are the only professionals who can be authorized to perform evaluation and assessments for First Steps.

III. Evidence of Change/Benchmarks:

Providers were previously enrolled through DMH and DHSS

IV. Timelines and Resources:

Missouri began enrolling appropriate, qualified personnel through a Central Finance Office (CFO) in January 2002.

V. Explanation and Analysis of Progress (or Slippage):

Increase is due to statewide implementation of new system

VI. *Proposed Future Activities to Achieve Results:*

Provider recruitment activities will continue to ensure that there are sufficient numbers of qualified personnel to perform evaluation and assessments in a timely manner. Utilize data reports for targeted provider recruitment activities in specific areas of the state:

1. Specialty by SPOE by County
2. State Map of PT/OT/Speech Providers

Incorporate into the data system reasons for exceeding timelines on initial evaluation and assessment due to lack of providers.

VII. *Proposed Evidence of Change/Benchmarks:*

Review of data system authorizations, monitoring results and complaint system data indicates that only qualified, enrolled providers are conducting evaluations and assessments.

Review of data reports, monitoring results and complaint system data indicates that children are receiving evaluations and assessments in a timely manner.

Data indicates that the reason for exceeding the 45-day timeline due to lack of provider decreases.

VIII. *Proposed Timelines and Resources:*

Ongoing: Division of Special Education staff and Central Finance

Office Ongoing: Data reports, Division of Special Education staff and First Steps Facilitators.

September 2003: Central Finance Office software change and Division of Special Education staff.

Other Indicators: GS.6 Impact of any Personnel Shortages on Provision of Early Intervention

I. Baseline Data/Current Reality:

See data reported on GS.5

Current data system does not allow for determination of reasons when 45-day timeline is not met.

II. Activities to Achieve Results:

- Established a Central Finance Office and Centralized Data system
- Established 26 System Points of Entry – Statewide
- Established a system to credential providers
- Established a CSPD system that includes five standard training modules
 - Orientation to First steps
 - Evaluation and Assessment
 - IFSP Outcomes in Natural Environments
 - Transitions
 - Service Coordination
 - System Point of Entry Training

III. Evidence of Change/Benchmarks:

The above activities are all in operation

IV. Timelines and Resources:

January 2002: Contract for the CFO

April 2002: Phase I 5 SPOEs implemented in 18 counties

March 2003: Phase II 21 SPOEs implemented in 95 counties

State General Revenue

Part C funds

V. Explanation and Analysis of Progress (or Slippage):

Providers now enroll with the Central Finance Office (CFO).

VI. *Proposed Future Activities to Achieve Results:*

The Division of Special Education will monitor the availability of qualified personnel for the delivery of IFSP services through several methods:

- Specialty by SPOE by County report
- State Map of PT/OT/Speech Providers report
- State Map of Service Coordinators report
- On-line Service Provider Matrix
- Contacts with SPOEs and First Steps Facilitators
- Child Complaint Findings

The Division of Special Education, in cooperation with the First Steps Facilitators and SPOEs, will actively recruit qualified personnel in counties or regions of the state where personnel shortages have been identified.

Incorporate into the data system reasons for exceeding timelines on initial evaluation and assessment due to lack of provider.

Add to data systems reasons for exceeding 45-day timeline.

Monitoring procedures will incorporate the review of SPOE data to determine the extent to which the 45-day timeline from referral to initial IFSP is not being met.

Monitoring procedures will incorporate the review of timely provision of appropriate early intervention services specified in the IFSP.

Training and technical assistance will continue to be provided through several methods about the First Steps process and timelines.

- Module Training
- Practice Manual
- Process and Forms Video
- Service Coordination conference calls

The Division of Special Education will make available to all providers written clarification on the topics of waiting lists for services and compensatory services.

VII. *Proposed Evidence of Change/Benchmarks:*

Review of data system reports, monitoring and system complaint data indicates that there are sufficient numbers of qualified personnel to deliver IFSP services in a timely manner. Service coordinators, SPOEs and families report that qualified personnel are providing IFSPs services in a timely manner.

The number of calls to the Division of Special Education regarding shortages of providers decreases, as recorded by the compliance phone call tracking system.

Implementation of recruitment activities results in the enrollment of targeted providers in specific areas of the state.

Data indicates that the reason for exceeding the 45-day timeline due to lack of provider decreases.

Review of data reports, monitoring results and complaint system data indicates that children are receiving evaluations and assessments in a timely manner.

Review of data reports, monitoring results and complaint system data indicates that children are receiving appropriate IFSP services in a timely manner.

The number of First Steps credentialed providers increases and the number of children not receiving timely evaluation, assessment and IFSP services decreases.

Children will not have to wait for IFSP services due to a lack of provider and compensatory services will be offered to families when appropriate.

VIII. *Proposed Timelines and Resources:*

Ongoing: Data Reports, Division of Special Education staff, First Steps Facilitators, SPOEs

Ongoing: Effective Practices staff, First Steps Facilitators, SPOEs, provider recruitment materials, provider enrollment materials

September 2003: Central Finance Office software change, Division of Special Education staff

April 2004: Compliance staff, Compliance Monitoring System (CMS) data reports

April 2004: Compliance staff, Compliance Monitoring System (CMS), data reports

Ongoing: First Steps Module Training, First Steps Practice Manual, First Steps Process and Forms Video, Division of Special Education staff, data reports

July 2003: Compliance staff

Cluster Area:
Comprehensive Public Awareness and
Child Find System

Cluster Area: Comprehensive Public Awareness and Child Find System

Objective: All infants and toddlers with developmental delays, disabilities and/or who are at-risk are identified, evaluated and referred for services. (Revised 10/04)

Component/Desired Result CC.1: Does the implementation of a comprehensive, coordinated Child Find system result in the identification, evaluation and assessment of all eligible infants and toddlers?

I. Baseline Data/Current Reality:

Total number of referrals since implementation of the redesigned program: 3878

Counts of Infants and Toddlers under three years old with IFSPs as of First of the Month ***

4/1/02*	5/1/02	6/1/02	7/1/02	8/1/02	9/1/02	10/1/02	11/1/02	12/1/02	1/1/03	2/1/03	3/1/03**	4/1/03	5/1/03	6/1/03
1,174	1,394	1,577	1,804	2,053	2,265	2,362	2,575	2,824	3,012	3,141	3,296	3,333	3,384	3,323
Increase of	220	183	227	249	212	97	213	249	188	129	155	37	51	-61

*Phase 1 Implementation (4/1/02) **Phase 2 Implementation (3/1/03)

***Counts only reflect the number of IFSPs that were entered into the SPOE database as of June, 2003. Therefore, for the earlier months, the actual number of IFSPs is higher than shown.

Child Count as of 6/1/03 by Race

Race	Count	%
American Indian or Alaska Native	2	0.06%
Asian/Pacific Islander	68	2.05%
Black, African Am. (Not Hispanic)	435	13.09%
Hispanic/Latino	93	2.80%
White (Not Hispanic)	2,725	82.00%
Total	3,323	

Count of Referral Sources – All Children under 3 years of age who received an IFSP

Advertising	2
DFS Office	15
Early Head Start	12
Early Intervention Program	59
Education Agency	14
Friend	16
Hospital Diagnostic Program	232
Local Council	2
MCH Clinic	2
Multi service Mental Health Agency	25
Neonatal Intensive Care Unit [NICU]	93
Other Mental Health Practitioner	7
Other Referral Source	85

Parent	840
Parents as Teachers	413
Physician - Other Than Primary Care	56
Physician - Primary Care	186
Public Health Nurse	10
Relative	26
Self	23
Shelter for Homeless or Abused	2
Social Service Agency	27
State Operated Facility	35
Total	2182

II. Activities to Achieve Results:

- Established a Central Finance Office and Centralized Data system
- Established 26 System Points of Entry – Statewide
- Established a system to credential providers
- Established a CSPD system that includes five standard training modules
 - Orientation to First steps
 - Evaluation and Assessment
 - IFSP Outcomes in Natural Environments
 - Transitions
 - Service Coordination
 - System Point of Entry Training

III. Evidence of Change/Benchmarks:

The above activities are all in operation

IV. Timelines and Resources:

Jan 2002 contract for the CFO

April 1, 2002 Phase I 5 SPOEs implemented in 18 counties

March 1, 2003 Phase II 21 SPOEs implemented in 95 counties

State General Revenue

Part C funds

V. Explanation and Analysis of Progress (or Slippage):

Increases due to statewide implementation of redesigned First Steps system.

VI. Proposed Future Activities to Achieve Results:

This plan needs to be reviewed by the Division of Special Education and revised to include:

1. Activities that target specific racial/ethnic groups to promote referrals from diverse populations;
2. Specific public awareness activities, in addition to materials, that targets critical referral sources such as medical community, Parents as Teachers and other community providers of services to young children and their families.

Missouri will continue to consider an expansion of the eligibility criteria to be less restrictive and include at-risk infants and toddlers.

Monitoring procedures will incorporate a review of the application of First Steps eligibility criteria to ensure that it is being applied appropriately.

VII. *Proposed Evidence of Change/Benchmarks:*

1. Public Relations plan will be reviewed and revised.
2. Public Relations plan will be fully implemented.
- 3.
4. The percent of children referred is consistent with the percent of children born with potentially eligible conditions as reflected in the Department of Health and Senior Services (DHSS) Birth Defects report.
5. The percentage of referrals that progress to IFSP development will be 80% or higher.
6. The percent of children served in Part C as measured by the December child count will be consistent with the national participation rate as follows:

Dec. 2003	1.55%
Dec. 2004	1.65%
Dec. 2005	1.75%
Dec. 2006	1.85%
Dec. 2007	2.00%

7. Missouri will review impact data to determine if change to a less restrictive eligibility criteria would be feasible from a fiscal standpoint.
8. Monitoring findings will show a decrease in the number of children inappropriately determined eligible for First Steps services.

VIII. *Proposed Timelines and Resources:*

December 2003: Division of Special Education staff

July 2004: Division of Special Education staff; funds for materials development/distribution and other public awareness activities; Local Interagency Coordinating Councils (LICCs); System Points of Entry (SPOEs)

January 2008: Statewide referral data from Central Finance Office (CFO)

January 2008: Statewide referral data from CFO; statewide Birth Defects Report from DHSS

July 2005: Referral to IFSP report from the CFO

December 2007: December 2003 –2007 child count reports

July 2006: Report of total number of children served; average cost per child report; annual budget report

July 2003: Compliance staff

Indicator CC.1 (a): Is the percentage of eligible infants and toddlers determined eligible for Part C comparable to State and national demographic data for the percentage of infants and toddlers with developmental delays?

I. Baseline Data/Current Reality:

Children under 3 years of age with an active IFSP on 6/1/03

Primary Eligibility	Count
50% developmental delay	1,647
Medical diagnosis	1,400
Low birth weight	276
Total	3,323

Active Children under 3 years of age with an IFSP and percentage based on 2000 census population (under 3 years of age)

SPOE	Active	2000 US Census	%
*1000 St Louis (Region #2)	922	51,701	1.78%
*1100 St Charles (Region #1)	257	12,770	2.01%
*1200 Atchison area (Region #4)	22	1,923	1.14%
*1300 Platte/Clay/Ray (Region #6)	223	11,888	1.88%
*1400 Andrew (St Joe) (Region #5)	83	5,317	1.56%
1500 SE Mo (Region #7, 21, 23)	167	15,796	1.06%
1700 Kirksville (Region #8)	30	2,632	1.14%
1800 Kansas City (Region #9)	365	27,839	1.31%
1900 Sedalia (Region #10)	73	6,380	1.14%
2000 Columbia (Region #11)	151	9,498	1.59%
2100 SW Mo (Region #12, 14, 15)	186	19,837	0.94%
2200 Springfield (Region #13)	235	13,695	1.72%
2500 Jeff City (Region #16)	80	5,872	1.36%
2600 Camdenton/Rolla (Region #17)	69	6,316	1.09%
2800 Union (Region #19)	77	4,408	1.75%
2900 Cuba (Region #20)	27	2,408	1.12%
3100 S Central Mo/W Plains (Region #18, 22)	39	6,554	0.60%
3300 N Central Mo (Region #24)	22	2,066	1.06%
3400 Shelby (Region #25)	27	2,080	1.30%
3500 Montgomery City (Region #26)	49	3,602	1.36%
3600 Jefferson County (Region #3)	219	8,486	2.58%
Total	3,323	221,068	1.50%

National Baseline December 1, 2001 <i>% Based on 2000 Census (Does not include At Risk)</i>	
National	2.10%
Mo. Self Assessment (October 2002)	1.28%
Missouri (June 1, 2003)	1.50%

*Phase I SPOEs

II. Activities to Achieve Results:

A public awareness workgroup met in 2000 to develop a public relations plan. The plan is divided into 3 phases of activities and all the Phase I activities have been completed to date. One of the Phase II activities has been completed, however the remaining Phase II and III activities need to be implemented.

III. Evidence of Change/Benchmarks:

Plan was to be implemented when all SPOEs are operational.

IV. Timelines and Resources:

2003-2004 Part C

V. Explanation and Analysis of Progress (or Slippage):

Increases due to statewide implementation of redesigned First Steps system.

VI. Proposed Future Activities to Achieve Results:

This plan needs to be reviewed by the Division of Special Education and revised to include:

1. Activities that target specific racial/ethnic groups to promote referrals from diverse populations;
2. Specific public awareness activities, in addition to materials, that targets critical referral sources such as medical community, Parents as Teachers and other community providers of services to young children and their families.

Missouri will continue to consider an expansion of the eligibility criteria to be less restrictive and include at-risk infants and toddlers.

Monitoring procedures will incorporate a review of the application of First Steps eligibility criteria to ensure that it is being applied appropriately.

VII. Proposed Evidence of Change/Benchmarks:

1. Public Relations plan will be reviewed and revised.
2. Public Relations plan will be fully implemented.
- 3.
4. The percent of children referred is consistent with the percent of children born with potentially eligible conditions as reflected in the Department of Health and Senior Services (DHSS) Birth Defects report.
5. The percentage of referrals that progress to IFSP development will be 80% or higher.
6. The percent of children served in Part C as measured by the December child count will be consistent with the national participation rate as follows:

Dec. 2003	1.55%
Dec. 2004	1.65%
Dec. 2005	1.75%
Dec. 2006	1.85%
Dec. 2007	2.00%

7. Missouri will review impact data to determine if change to a less restrictive eligibility criteria would be feasible from a fiscal standpoint.
8. Monitoring findings will show a decrease in the number of children inappropriately determined eligible for First Steps services.

VIII. Proposed Timelines and Resources:

December 2003: Division of Special Education staff

July 2004: Division of Special Education staff; funds for materials development/distribution and other public awareness activities; Local Interagency Coordinating Councils (LICCs); System Points of Entry (SPOEs)

January 2008: Statewide referral data from Central Finance Office (CFO)

January 2008: Statewide referral data from CFO; statewide Birth Defects Report from DHSS

July 2005: Referral to IFSP report from the CFO

December 2007: December 2003 –2007 child count reports

July 2006: Report of total number of children served; average cost per child report; annual budget report

July 2003: Compliance staff

Indicator CC.1 (b): Is the percentage of eligible infants with disabilities under the age of one that are receiving Part C services comparable with national and state prevalence data?

I. Baseline Data/Current Reality:

Count of children under 1 year of age, compared to the under 1 year of age 2000 US Census – as of 6/1/03

SPOE		Active	Census	%
*1000	St Louis (Region #2)	115	16,773	0.69%
*1100	St Charles (Region #1)	26	4,109	0.63%
*1200	Atchison area (Region #4)	5	650	0.77%
*1300	Platte/Clay/Ray (Region #6)	31	3,879	0.80%
*1400	Andrew (St Joe) (Region #5)	10	1,789	0.56%
1500	SE Mo (Region #7, 21, 23)	24	5,238	0.46%
1700	Kirksville (Region #8)	6	820	0.73%
1800	Kansas City (Region #9)	45	9,391	0.48%
1900	Sedalia (Region #10)	5	2,125	0.24%
2000	Columbia (Region #11)	33	3,111	1.06%
2100	SW Mo (Region #12, 14, 15)	25	6,456	0.39%
2200	Springfield (Region #13)	32	4,645	0.69%
2500	Jeff City (Region #16)	13	1,940	0.67%
2600	Camdenton/Rolla (Region #17)	16	2,143	0.75%
2800	Union (Region #19)	6	1,422	0.42%
2900	Cuba (Region #20)	2	804	0.25%
3100	S Central Mo/W Plains (Region #18, 22)	7	2,133	0.33%
3300	N Central Mo (Region #24)	1	670	0.15%
3400	Shelby (Region #25)	4	708	0.56%
3500	Montgomery City (Region #26)	8	1,172	0.68%
3600	Jefferson County (Region #3)	27	2,864	0.94%
Total		441	72,842	0.61%

National Baseline December 1, 2001 % Excluding At Risk	
National	0.90%
MO Self Assessment (October 2002)	0.48%
Missouri (June 1, 2003)	0.61%

*Phase I SPOEs

II. Activities to Achieve Results:

- Established a Central Finance Office and Centralized Data system
- Established 26 System Points of Entry – Statewide
- Established a system to credential providers
- Established a CSPD system that includes five standard training modules
 - Orientation to First steps
 - Evaluation and Assessment
 - IFSP Outcomes in Natural Environments
 - Transitions
 - Service Coordination
 - System Point of Entry Training

III. Evidence of Change/Benchmarks:

The above activities are all in operation

IV. Timelines and Resources:

Jan 2002 contract for the CFO

April 1, 2002 Phase I 5 SPOEs implemented in 18 counties

March 1, 2003 Phase II 21 SPOEs implemented in 95 counties

State General Revenue

Part C funds

V. Explanation and Analysis of Progress (or Slippage):

Increases due to statewide implementation of the redesigned First Steps system.

VI. Proposed Future Activities to Achieve Results:

This plan needs to be reviewed by the Division of Special Education and revised to include:

1. Activities that target specific racial/ethnic groups to promote referrals from diverse populations;
2. Specific public awareness activities, in addition to materials, that targets critical referral sources such as medical community, Parents as Teachers and other community providers of services to young children and their families.

Missouri will continue to consider an expansion of the eligibility criteria to be less restrictive and include at-risk infants and toddlers.

Monitoring procedures will incorporate a review of the application of First Steps eligibility criteria to ensure that it is being applied appropriately.

VII. Proposed Evidence of Change/Benchmarks:

1. PR plan will be reviewed and revised.
2. PR plan will be fully implemented.
- 3.
4. The percent of children referred is consistent with the percent of children born with potentially eligible conditions as reflected in the Department of Health and Senior Services (DHSS) Birth Defects report.
5. The percentage of referrals that progress to IFSP development will be 80% or higher.
6. The percent of children served in Part C as measured by the December child count will be consistent with the national participation rate as follows:

Dec. 2003	0.65%
Dec. 2004	0.70%
Dec. 2005	0.75%
Dec. 2006	0.80%
Dec. 2007	0.90%
7. Missouri will review impact data to determine if change to a less restrictive eligibility criteria would be feasible from a fiscal standpoint.
8. Monitoring findings will show a decrease in the number of children inappropriately determined eligible for First Steps services.

VIII. *Proposed Timelines and Resources:*

December 2003: Division of Special Education staff

July 2004: Division of Special Education staff; funds for materials development/distribution and other public awareness activities; Local Interagency Coordinating Councils (LICCs); System Points of Entry (SPOEs)

January 2008: Statewide referral data from Central Finance Office (CFO)

January 2008: Statewide referral data from CFO; statewide Birth Defects Report from DHSS

July 2005: Referral to IFSP report from the CFO

December 2007: December 2003 –2007 child count reports

July 2006: Report of total number of children served; average cost per child report; annual budget report

July 2003: Compliance staff

Cluster Area: Family-Centered Services

Cluster Area: *Family-Centered Services*

Objective: Outcomes for infants and toddlers and their families are enhanced by family centered supports and systems of services.

Component/Desired Result CF: Do family supports, services and resources increase the family's capacity to enhance outcomes for infants and toddlers and their families?

I. *Baseline Data/Current Reality:*

Part C-Family Centered Services:

"OSEP could not determine from the self-assessment whether IFSPs include:

1. With the family concurrent, a statement of the family's resources, priorities and concerns, related to enhancing the development of the child;
2. A statement of the major outcomes expected to be achieved with the child and the family;
3. Early intervention services to meet the unique needs of the family, as required by 34 CFR §303.344(b), (c), and (d) (1)."

All of the above items are included in the revised monitoring

Standard IFSP form has been developed and is being implemented at all SPOEs

Initial Phase I monitoring did not find this to be a concern

II. *Activities to Achieve Results:*

- Established a Central Finance Office and Centralized Data system
- Established 26 System Points of Entry – Statewide
- Established a system to credential providers
- Established a CSPD system that includes five standard training modules
 - Orientation to First steps
 - Evaluation and Assessment
 - IFSP Outcomes in Natural Environments
 - Transitions
 - Service Coordination
 - System Point of Entry Training

III. *Evidence of Change/Benchmarks:*

The above activities are all in operation

IV. *Timelines and Resources:*

January 2002: Contract for the CFO

April 2002: Phase I 5 SPOEs implemented in 18 counties

March 2003: Phase II 21 SPOEs implemented in 95 counties

State General Revenue

Part C funds

V. *Explanation and Analysis of Progress (or Slippage):*

None at this time

VI. *Proposed Future Activities to Achieve Results:*

With implementation of the First Steps System Redesign, the use of an IFSP form, which includes all components required by state and federal regulations, was mandated. The form includes the following sections: 1) with the family's concurrence, a section to document a statement of the family's resources, priorities and concerns, related to enhancing the development of the child; 2) a section for a statement of the major outcomes expected to be achieved for the child and the family; and 3) a section to document early intervention services to meet the unique needs of the family, as required by 34 CFR §303.344 (b), (c) and (d) (1).

VII. *Proposed Evidence of Change/Benchmarks:*

Monitoring of infant's and toddler's files will confirm that all responsible agencies in the Part C system are using the mandated form and completing all required components of the form.

VIII. *Proposed Timelines and Resources:*

July 2004: Compliance Staff, First Steps Facilitators/Consultants

Cluster Area:
Early Intervention Services in Natural
Environments

Cluster Area: *Early Intervention Services in Natural Environments*

Objective: Eligible infants and toddlers and their families receive early intervention services (EIS) in natural environments (NE) appropriate for the child.

Component/Desired Result CE.1: Do all families have access to a Service Coordinator that facilitates ongoing, timely early intervention services in natural environments?

I. *Baseline Data/Current Reality:*

Average Service Coordinator Caseloads

Area	Number of Service Coordinators	Average Caseload
Phase I & Phase II	198	16.78
Statewide (old system)	56	56.96

As of 6/1/03 SuperSPOE - 53 children did not have an ongoing service coordinator and did not have "service coordination" as a service type.

Children in Referral Status over 45 Days

SPOE	# Of Children
1000 - St Louis (Region #2)	470
All Other SPOEs	137
Grand Total	607

Includes all post-implementation Part C referrals who have never had an IFSP and have not been inactivated.

II. *Activities to Achieve Results:*

- Established a Central Finance Office and Centralized Data system
- Established 26 System Points of Entry – Statewide
- Established a system to credential providers
- Established a CSPD system that includes five standard training modules
 - Orientation to First steps
 - Evaluation and Assessment
 - IFSP Outcomes in Natural Environments
 - Transitions
 - Service Coordination
 - System Point of Entry Training

III. *Evidence of Change/Benchmarks:*

The above activities are all in operation

IV. *Timelines and Resources:*

January 2002: Contract for the CFO

April 2002: Phase I 5 SPOEs implemented in 18 counties

March 2003: Phase II 21 SPOEs implemented in 95 counties

State General Revenue

V. *Explanation and Analysis of Progress (or Slippage):*

Increases due to statewide implementation of the redesigned First Steps system

VI. Proposed Future Activities to Achieve Results:

Division of Special Education First Steps management team will review the following service coordination data reports on a monthly basis:

Intake Coordinator

1. Referral to IFSP report
2. Terminations by Reason- Children Who Never Had an IFSP

Ongoing Service Coordinator

1. Service Coordinator Caseload report
2. Service Coordinators by County report
3. Terminations by Reason – Children Who Had an IFSP
4. Children Over the Age of Three Who Have Not Been Terminated
5. Overdue Annual IFSP report
6. Children Without a SC Assignment report

Add to data system reason codes for children in intake status over 45 days.

Incorporate procedures in the Part C monitoring system for reviewing the timely conduct of Part C to Part B transition.

Regular meetings with First Steps and statewide Early Childhood Special Education (ECSE) coalition to discuss Part C to Part B transition issues.

Training and technical assistance activities:

1. Service Coordination Training Module
2. Training Modules 1-4
3. On-line Practice Manual
4. Process and Forms Training Video
5. Monthly Service Coordination Conference Calls
6. Quarterly SPOE Meetings
7. Written technical assistance – FAQs and guidance letters
 - a. Natural Environments and Provider Availability
 - b. Group and Individual Services
 - c. Waiting Lists and Compensatory Services
 - d. Eligibility Determination
 - e. Release of Information
 - f. Non-traditional Therapies
 - g. ABA FAQ
 - h. Change of placement and location
 - i. Physician Scripts
 - j. Substitution of Personnel to include PTA/COTAs
 - k. SB874 guidance (transition to Part B)
 - l. Assistive Technology

Continue contracts with trained individuals to conduct targeted oversight activities with SPOEs, independent providers, and service coordinators.

Continue availability of Service Coordination recruitment brochure and information packet through First Steps Facilitators.

Continue implementation of provider recruitment plan, including service coordination, through First Steps Facilitators.

E-mail and phone technical assistance from Division of Special Education staff.

Develop survey of service coordinators to assess their perspectives on all training and technical assistance provided by the Division of Special Education.

All service coordinators must document achievement of their early intervention credential within 2 years of enrollment. Must document 3 credit points annually to renew credential.

VII. *Proposed Evidence of Change/Benchmarks:*

1. Number of children in intake status over 45 days decreases.
2. Number of terminations for the following reasons decrease: withdrawn, unable to contact/locate, refused.
3. Number of terminations due to ineligibility will remain at an appropriate percentage of total referrals.
1. Service coordinator caseloads do not exceed 50 children.
2. Service coordination is available in sufficient numbers to meet the demand in each county.
3. Number of terminations for the following reasons decrease: withdrawn, unable to contact/locate, refused.
4. All children over the age of 3 are exited from the Part C system in a timely fashion with the exception of 3rd birthday children.
5. Annual IFSP reviews are held within required timelines.
6. Number of children without an assigned service coordinator in the data system decreases.

Reasons for exceeding timelines will be due to family requested delays rather than system delays.

Review of CFO data reports, monitoring reports and complaint system reports indicates that eligible children have IFSPs in place within 45 days of referral and that eligible children have a smooth and effective transition to Part B services with an IEP in place by their third birthday.

Ongoing conversations between the Part C and Part B systems will result in a better understanding of transition issues.

Review of data system reports, monitoring, and system complaint data indicates that service coordinators are completing all required activities within timelines.

Review of data system reports, monitoring, and system complaint data indicates that children are identified and being provided with services within required timelines.

Sufficient numbers of service coordinators will be enrolled to meet the demand.

Sufficient numbers of service coordinators will be enrolled to meet the demand.

Review of data system reports, monitoring, and system complaint data indicates that service coordinators are completing all required activities within timelines.

Training and technical assistance activities are revised or initiated based upon results of survey and other evaluative measures.

CFO credential report reflects that all service coordinators earn their early intervention credential and maintain it annually.

VIII. *Proposed Timelines and Resources:*

Monthly, beginning July 2003: Data system reports, Division of Special Education First Steps management team

Monthly, beginning July 2003: Data system reports, Division of Special Education First Steps management team

August 2003: CFO software change, data report

September 2003: Compliance Staff

October 2003 and ongoing: Division of Special Education staff

Center for Innovations in Education, First Steps training coordination contractor, Effective Practices staff, Compliance staff, other Division of Special Education staff

1. Ongoing

2. Ongoing

3. Ongoing

4. July 2003

5. July 2003 and ongoing

6. August 2003 and ongoing

7.

a. September 2003

b. September 2003

c. July 2003

d. November 2003

e. July 2003

f. December 2003

g. July 2003

h. September 2003

i. July 2003

j. July 2003

k. July 2003

l. May 2004

Ongoing: Funds Management staff, fiscal resources

Ongoing: First Steps Facilitators, Funds Management staff, funds for materials distribution

Ongoing: First Steps Facilitators, Funds Managements staff, Effective Practices staff

Ongoing: Division of Special Education staff

July 2004: Effective practices staff

March 2005: Central Finance Office, Effective Practices staff

Component/Desired Result CE.2: Does the evaluation and assessment of child and family needs lead to identification of all child needs, and the family needs related to enhancing the development of the child?

I. Baseline Data/Current Reality:

Part C-Evaluations and Assessments:

The self-assessment included no data regarding whether, as required under 34 CFR §303.322:

- (1) Evaluations and assessment cover all five development areas and include family assessments;
- (2) Evaluations and assessments are performed appropriate qualified personnel;
- (3) there are sufficient numbers of qualified professionals to perform evaluation and assessments in a timely manner.

See Personnel reported at GS 5

The three items above are included in the current monitoring system

#1 was not found to be a concern in initial Phase I SPOE monitoring

#2 was not found to be a concern in initial Phase I SPOE monitoring

#3 a field is being added to the Child Data System regarding the 45-day timeline

II. Activities to Achieve Results:

- Established a Central Finance Office and Centralized Data system
- Established 26 System Points of Entry – Statewide
- Established a system to credential providers
- Established a CSPD system that includes five standard training modules
 - Orientation to First steps
 - Evaluation and Assessment
 - IFSP Outcomes in Natural Environments
 - Transitions
 - Service Coordination
 - System Point of Entry Training

III. Evidence of Change/Benchmarks:

The above activities are all in operation

IV. Timelines and Resources:

January 2002: Contract for the CFO

April 2002: Phase I 5 SPOEs implemented in 18 counties

March 2003: Phase II 21 SPOEs implemented in 95 counties

State General Revenue

Part C funds

V. Explanation and Analysis of Progress (or Slippage):

Improvement due to implementation of redesigned First Steps system.

VI. *Proposed Future Activities to Achieve Results:*

Monitoring procedures will incorporate the review of the state mandated Eligibility Determination Documentation form to ensure that evaluations and assessments cover all five developmental areas.

The Missouri First Steps Practice Manual and Module II: Evaluation and Assessment contain information on evaluation and assessment and emphasize the requirement that all five areas of development must be addressed and that, with the families concurrence, a family assessment to determine the family's resources, priorities, and concerns must be conducted.

Monitoring procedures will incorporate the review of the state mandated IFSP form to ensure that consent is being obtained for a family assessment.

Data Systems will include reasons for exceeding the 45-day timeline due to lack of providers.

VII. *Proposed Evidence of Change/Benchmarks:*

Monitoring results will indicate that evaluations and assessments include information about all five developmental areas.

Monitoring results will indicate that evaluations and assessments include information about all five developmental areas and, with the family's concurrence, that a family assessment is conducted.

Monitoring results will indicate that with the family's concurrence, a family assessment is conducted and documented in the IFSP.

Data indicates that the reason for exceeding 45-day timelines due to lack of providers decreases.

VIII. *Proposed Timelines and Resources:*

April 2004 - Compliance staff, Compliance Monitoring System (CMS) data reports

April 2004 - Compliance staff, Compliance Monitoring System (CMS) data reports

April 2004 - Compliance staff, Compliance Monitoring System (CMS) data reports

Component/Desired Results CE.3: Are appropriate early intervention services in natural environments and informal supports meeting the unique needs of eligible infants and toddlers and their families?

I. Baseline Data/Current Reality:

Primary Setting for Children with an Active IFSP on 6/1/03

Children with an active IFSP under 3 years of age as of 6/1/03

Setting	Count	%
Community Setting	243	7.31%
Home	2,735	82.31%
Other Setting	115	3.46%
Other Family Location	37	1.11%
Special Purpose Center	193	5.81%
Total	3,323	

II. Activities to Achieve Results:

- Established a Central Finance Office and Centralized Data system
- Established 26 System Points of Entry – Statewide
- Established a system to credential providers
- Established a CSPD system that includes five standard training modules
 - Orientation to First steps
 - Evaluation and Assessment
 - IFSP Outcomes in Natural Environments
 - Transitions
 - Service Coordination
 - System Point of Entry Training

III. Evidence of Change/Benchmarks:

The above activities are all in operation

IV. Timelines and Resources:

January 2002: Contract for the CFO

April 2002: Phase I 5 SPOEs implemented in 18 counties

March 2003: Phase II 21 SPOEs implemented in 95 counties

State General Revenue

Part C funds

V. Explanation and Analysis of Progress (or Slippage):

Missouri is continuing to see increases in Natural Environments since Phase II implementation.

VI. *Proposed Future Activities to Achieve Results:*

Continue monitoring of the SPOEs via the Child Data System
Explore incentives for providers to go into Natural Environments.
Develop written technical assistance on provision of services
Conduct follow-up survey six months post-exit from First Steps

VII. *Proposed Evidence of Change/Benchmarks:*

Continued increased growth in Natural Environments.

VIII. *Proposed Timelines and Resources:*

Ongoing – Compliance Staff
Exit Survey implemented 2003-04-Data Coordination and Compliance

Indicator CE.3 (a): What percentage of children are receiving age-appropriate services primarily in home, community-based settings, and in programs designed for typically developing peers?

I. Baseline Data/Current Reality:

Primary Setting for Children with an Active IFSP on 6/1/03

Children with an active IFSP under 3 years of age as of 6/1/03

Setting	Count	%
Community Setting	243	7.31%
Home	2,735	82.31%
Other Setting	115	3.46%
Other Family Location	37	1.11%
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Total	3,323	

II. Activities to Achieve Results:

- Established a Central Finance Office and Centralized Data system
- Established 26 System Points of Entry – Statewide
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- Established a CSPD system that includes five standard training modules
 - Orientation to First steps
 - Evaluation and Assessment
 - IFSP Outcomes in Natural Environments
 - Transitions
 - Service Coordination
 - System Point of Entry Training

III. Evidence of Change/Benchmarks:

The above activities are all in operation

IV. Timelines and Resources:

January 2002: Contract for the CFO

April 2002: Phase I 5 SPOEs implemented in 18 counties

March 2003: Phase II 21 SPOEs implemented in 95 counties

State General Revenue

Part C funds

V. Explanation and Analysis of Progress (or Slippage):

See CE.3

VI. Proposed Future Activities to Achieve Results:

See CE.3

VII. Proposed Evidence of Change/Benchmarks:

See CE.3

VIII. Proposed Timelines and Resources:

See CE.3

Indicator CE.3 (b): What percentage of children participating in the Part C program demonstrates improved and sustained functional abilities? (cognitive development; physical development, including vision and hearing; communication development; social or emotional development; and adaptive development.)

I. Baseline Data/Current Reality:

Inactivation reasons of children under 3 years of age who have had an IFSP (as of 6/1/03)

Reason	Count	%
Child Deceased	17	1.75%
Completion of IFSP	71	7.30%
Eligible for Part B	98	10.07%
Part B Ineligible, Exit to Other Programs	35	3.60%
Part B Ineligible, Exit with no Referral	27	2.77%
Moved Out of State	48	4.93%
Moved to another SPOE	54	5.55%
Part B Referral Refused by Parent/Guardian	40	4.11%
Transition to Part B	499	51.28%
Unable to Contact/Locate	40	4.11%
Withdrawn by Parent/Guardian	44	4.52%
Total	973	

II. Activities to Achieve Results:

- Established a Central Finance Office and Centralized Data system
- Established 26 System Points of Entry – Statewide
- Established a system to credential providers
- Established a CSPD system that includes five standard training modules
 - Orientation to First steps
 - Evaluation and Assessment
 - IFSP Outcomes in Natural Environments
 - Transitions
 - Service Coordination
 - System Point of Entry Training

III. Evidence of Change/Benchmarks:

The above activities are all in operation

IV. Timelines and Resources:

January 2002: Contract for the CFO

April 2002: Phase I 5 SPOEs implemented in 18 counties

March 2003: Phase II 21 SPOEs implemented in 95 counties

State General Revenue

Part C funds

V. Explanation and Analysis of Progress (or Slippage):

None at this time

VI. Proposed Future Activities to Achieve Results:

Continue discussion of 0-5 system

Continue discussion on linking data from Part C Child Data and Monitoring System with Part B Early Childhood Special Education data

Analyze follow-up survey results

VII. Proposed Evidence of Change/Benchmarks:

Continued improvement

VIII. Proposed Timelines and Resources:

Ongoing – Compliance staff

Follow-up survey conducted 2003-04 – Compliance and Data Coordination staff

Indicator CE.3 (c): What percentage of children and their families receive all the services identified on their IFSP?**I. Baseline Data/Current Reality:**

Month	9-02	10-02	12-02	1-03	2-03	3-03	4-03
Providers On file	1,165	1,380	1,669	1,764	1,994	2,078	2,183

Provider counts are as of 5/29/03 and were provided by the CFO.

See Monitoring Data at GS.1

II. Activities to Achieve Results:

- Established a Central Finance Office and Centralized Data system
- Established 26 System Points of Entry – Statewide
- Established a system to credential providers
- Established a CSPD system that includes five standard training modules
 - Orientation to First steps
 - Evaluation and Assessment
 - IFSP Outcomes in Natural Environments
 - Transitions
 - Service Coordination
 - System Point of Entry Training

III. Evidence of Change/Benchmarks:

The above activities are all in operation

IV. Timelines and Resources:

January 2002: Contract for the CFO

April 2002: Phase I 5 SPOEs implemented in 18 counties

March 2003: Phase II 21 SPOEs implemented in 95 counties

State General Revenue

Part C funds

V. Explanation and Analysis of Progress (or Slippage):

Increases due to implementation of redesigned First Steps system.

VI. Proposed Future Activities to Achieve Results:

This item is included in revised Monitoring System.

Analyzes of IFSP Services and authorizations/billing.

VII. Proposed Evidence of Change/Benchmarks:

IFSP Services and authorizations correspond.

VIII. Proposed Timelines and Resources:

Ongoing – Compliance Staff

Service Analysis 2003-04 – Funds and Compliance staff

Cluster Area:

Early Childhood Transitions

Cluster Area: *Early Childhood Transition*

Objective: Transition planning results in needed supports and services available and provided, as appropriate, to a child and the child's family when the child exits Part C.

Component/Desired Result C/BT.1: Do all children exiting Part C receive the services they need by their third birthday?

I. *Baseline Data/Current Reality:*

Part C – Early Childhood Transition:

OSEP could not determine from the self-assessment whether: (1) IFSPs include transition plans, as required under 34 CFR §303.344 (h); (2) Transition conferences are convened at least 90 days prior to a Part B – eligible child's third birthday, as required under 34 CFR §303.148 (b) (2) (i).

The standard IFSP form includes Transition Plan

Data system includes date of transition conference

II. *Activities to Achieve Results:*

The Department of Elementary and Secondary Education monitored the five Phase I SPOEs during October and November, 2002. *See Monitoring Data reported in GS.1.* Because the SPOEs had only been in operation for six months at the time of monitoring and because the Department of Elementary and Secondary Education did not have a finalized monitoring system for Part C in place, this monitoring was considered to be both a monitoring and technical assistance activity for those SPOEs.

III. *Evidence of Change/Benchmarks:*

- Established a Central Finance Office and Centralized Data system
- Established 26 System Points of Entry – Statewide
- Established a system to credential providers
- Established a CSPD system that includes five standard training modules
 - Orientation to First steps
 - Evaluation and Assessment
 - IFSP Outcomes in Natural Environments
 - Transitions
 - Service Coordination
 - System Point of Entry Training

IV. *Timelines and Resources:*

January 2002: Contract for the CFO

April 2002: Phase I 5 SPOEs implemented in 18 counties

March 2003: Phase II 21 SPOEs implemented in 95 counties

State General Revenue

Part C funds

V. *Explanation and Analysis of Progress (or Slippage):*

None at this time.

VI. *Proposed Future Activities to Achieve Results:*

With implementation of the First Steps System Redesign the use of an IFSP form, which includes all components required by state and federal regulations, was mandated. The form includes a section to document transition planning as required by 34 CFR §303.344 (h).

Department of Elementary and Secondary Education staff will review CFO data system reports to determine if transition conferences are convened at least 180 days prior to a Part B-eligible child's third birthday, as required by state regulations.

With implementation of the First Steps System the use of an IFSP form, which includes all components required by state and federal regulations were mandated. The form includes the following sections: 1) with the family's concurrence, a section to document a statement of the family's resources, priorities and concerns, related to enhancing the development of the child; 2) a section for a statement of the major outcomes expected to be achieved for the child and the family; and 3) a section to document early intervention services to meet the unique needs of the family, as required by 34 CFR §303.344 (b), (c) and (d)(1).

The Department of Elementary and Secondary Education will conduct follow-up monitoring with the Phase I SPOEs within one year of their initial monitoring.

The Department of Elementary and Secondary Education will conduct initial monitoring with the phase II SPOEs within six months of their start-up.

Technical Assistance meeting held February 10, 2003 with representatives of the Department of Elementary and Secondary Education and the Phase I SPOEs. Statewide areas of non-compliance concern and methods to resolve those concerns were discussed.

Guidance Letter on Eligibility Determination, including the use of Informed Clinical Opinion, disseminated to all SPOE staff, On-going Service Coordinators and Providers in February 2003.

Develop monitoring procedures for the Part C system that will include monitoring of all agencies, institutions and organizations used by the state to carry out its Part C system and that will be effective in identifying and correcting any areas of non-compliance identified through monitoring activities.

Continue contracts with trained individuals to conduct targeted oversight activities with SPOEs, independent providers and service coordinators.

E-mail and phone technical assistance from DESE staff.

VII. *Proposed Evidence of Change/Benchmarks:*

The Department of Elementary and Secondary Education will monitor each Phase I SPOE for compliance with Part C Regulations.

Monitoring of IT files will confirm that all responsible agencies in the Part C system are using the mandated form and documenting transition planning in the appropriate section.

An analysis of data will indicate that transition conferences for Part B eligible children are convened at least 180 days prior to the child's third birthday.

Monitoring of IT files will confirm that all responsible agencies in the Part C system are using the mandated form and completing all required components of the form.

All areas of non-compliance identified during the initial monitoring of Phase I SPOEs will be corrected.

The Department of Elementary and Secondary Education will monitor each Phase II SPOE for compliance with Part C regulations.

All areas of non-compliance identified during the initial monitoring of Phase I SPOEs will be corrected.

Data from follow-up monitoring of Phase I SPOEs and initial monitoring of Phase II SPOEs will indicate that appropriate eligibility determinations are being made.

Data from the CFO data system, monitoring system and complain system indicates that all agencies, institutions and organizations used by the State to carry out its Part C system have been monitored and that areas of non-compliance have been identified and corrected in a timely manner.

Data from the CFO data system, monitoring system and complaint system indicates that all agencies, institutions and organizations used by the State to carry out its Part C system have been monitored and that areas of non-compliance have been identified and corrected in a timely manner

Data from the CFO data system, monitoring system and complain system indicates that all agencies, institutions and organizations used by the State to carry out its Part C system have been monitored and that areas of non-compliance have been identified and corrected in a timely manner

VIII. *Proposed Timelines and Resources:*

October/November 2002: Compliance Staff

July 2004: Compliance Staff, First Steps Facilitators/Consultants

July 2003 and ongoing: Division of Special Education staff

July 2004: Compliance Staff, First Steps Facilitators/Consultants

October/November 2003: Compliance Staff

October/November 2003: Compliance Staff

October/November 2003: Compliance Staff

October/November 2003: Compliance Staff

July 2004: CFO reports, monitoring system reports, complaint system reports.

July 2004: CFO reports, monitoring system reports, complaint system reports.

July 2004: CFO reports, monitoring system reports, complaint system reports.

Indicator C/BT.1 (a): Are all children eligible for Part B services receiving special education and related services by their third birthday?

I. Baseline Data/Current Reality:

See data reported under C/BT.1 and Exit data reported at CE.3

II. Activities to Achieve Results:

Part B Monitoring of LEAs

III. Evidence of Change/Benchmarks:

Monitoring results indicate eligible children for Part B receive Special Education and related services by their third birthday.

IV. Timelines and Resources:

Yearly Part B Monitoring

V. Explanation and Analysis of Progress (or Slippage):

None at this time.

VI. Proposed Future Activities to Achieve Results:

Continue Part B Monitoring

VII. Proposed Evidence of Change/Benchmarks:

Monitoring results indicate eligible children for Part B receive Special Education and related services by their third birthday.

VIII. Proposed Timelines and Resources:

2003-04 monitoring – Compliance staff

Part C Performance Report

Table 2

Missouri

State

July 1, 2001 – June 30, 2002

Reporting Period

Table 2
Procedural Safeguards
Complaints, Mediations, and Due Process Hearings
(Add Rows as Needed)

Activity Identifier (Tracking Number, e.g., 01/02-17)	Date of Receipt in the Division of Special Education	Date Final Copy of Decision Provided to Disputant(s)	Issues (Optional)	Resulting Findings/Decisions (Optional)	As Needed, Corrective Actions to Achieve Compliance (Optional)
Complaints					
0071-01/02	1-30-02	03-28-02	IEP & SPED Services	Out of Compliance	5/9/02
0117-01/02	5-22-02	Withdrawn	Assistive Technology	Withdrawn	N/A
0130-01/02	6-28-02	08-26-02	C to B Transition	In Compliance	N/A
Mediations					
None					
Due Process Hearings					
63	10/31/01	Withdrawn 1-11-02	Unknown	Withdrawn	N/A

Part C Performance Report

Table 3

Missouri

State

July 1, 2001 – June 30, 2002

Reporting Period

Table 3

ALL SOURCES OF FUNDING FOR EARLY INTERVENTION SERVICES:
IDENTIFICATION AND COORDINATION OF RESOURCES

Funding Sources and Supports During the Reporting Period

Sources of Funding	Amount of Funding	In-Kind Contribution	Services and/or Activities Supported by Each Source	Barriers to Accessing Funds	Comments
Federal Part C	\$6,875,722		Training Admin/Direct Services		Contractual agreements with CFO for billing authorizations, Child data system; SPOEs for public awareness, eligibility determination
Federal* (Specify)					CISP development; Training contractors
Title V	Unknown				DHSS Services
Part B	\$184,685		SEA Central Office Admin		
XIX	\$2,700,000		Direct Services		Estimated amount received by DMH & DHSS
State* (Specify)					
G.R.	\$9,807,481		Training Admin/Direct Services		Primarily Direct Services through CFO, SPOE, DMH & DHSS

Contractual Arrangements with CFO for Administrative and direct services (See description under Part C); SPOEs (See description under Part C); DMH direct services; DHSS direct services; Training

*Be sure to include all sources of Federal, State, and/or local programs, including: Maternal & Child Health (Title V), Medicaid, Developmental Disabilities, Head Start, TriCare, Part B, etc.

Funding Sources and Supports During the Reporting Period

Sources of Funding	Amount of Funding	In-Kind Contribution	Services and/or Activities Supported by Each Source	Barriers to Accessing Funds	Comments
Local* (Specify)	Unknown				
Private Insurance, Fees	Unknown				
Other(s) Non-Federal (Specify)	Unknown				
Total Early Intervention Support	\$19,187,011				

The Missouri Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to department programs may be directed to the Jefferson State Office Building, Title IX Coordinator, 5th Floor, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-4581.